

**DELAWARE DEPARTMENT OF JUSTICE
JOB OPENING**

Opening Date: May 30, 2018 Closing Date: June 7, 2018

**PARALEGAL
Civil Division, Administrative and Environmental Unit
New Castle and Kent County**

Job Responsibilities and Duties: This Paralegal provides paralegal support to seven Deputy Attorneys General in the Civil Division, Environmental Unit. This position will be located in New Castle County with travel required to Kent County. This Paralegal's primary responsibilities are to provide litigation support in administrative, civil and criminal cases statewide, encompassing a wide range of enforcement, plaintiff and defense work. This Paralegal provides and supports case and file management, preparation of pleadings, motions, exhibits, and penalty orders and other specialized documents, discovery (depositions, interrogatories, production of documents, requests for admissions), expert and fact witness preparation and legal research. This Paralegal also acts as liaison to the Department of Natural Resources and Environmental Control ("DNREC").

This Paralegal must be able to work accurately and independently within strict time frames with minimal direct guidance and supervision and must have excellent organizational skills.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

Internal Delaware Department of Justice Applicants: Please submit an updated Resume or summary of work experience to the Director of Human Resources.

External Applicants: In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.